



REFERRED TO

☐ REFERRED FOR ACTION
☐ ANSWER FOR MY SIGNATURE
☐ FOR FILE
☐ FOR YOUR INFORMATION
☐ FOR SIGNATURE
☐ RETURN TO ME
☐ PLEASE SEE ME
☐ PLEASE TELEPHONE ME
☐ FOR APPROVAL
☐ PLEASE ADVISE ME

BY _____ DATE _____
BY _____ DATE _____
BY _____ DATE _____

MEMORANDUM

RECOMMENDED FOR APPROVAL _____	DATE _____
RECOMMENDED FOR APPROVAL _____	DATE _____
RECOMMENDED FOR APPROVAL _____	DATE _____
APPROVED _____	DATE _____